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3 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

Field Finance and Logistics Course #2-72 commenced 20 August. Thirteen students were enrolled, and eight of these had firm assignments for overseas duty.

2. The Project Officer in the Contract Cycle

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The course outline submitted by [] has been reviewed and appears to be pretty much on target. The contractor will meet with representatives of this office and the Office of Logistics next week for a final discussion on the outline. The "Special Bulletin" which was distributed last week has already elicited inquiries on the content of the course from the Supply Division, OL, the Office of Communications facility [] and the EUR Division.

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3. Effective Briefing

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[] has tentatively agreed to the following dates for FY 72 runnings of his Effective Briefing course (all sessions will be on Friday mornings):

<u>Begin</u>	<u>End</u>
7 January 1972	10 March 1972
17 March 1972	19 May 1972

In addition to inclusion in the OTR Catalog of Courses, these dates will be publicized periodically in the "OTR Newsletter," citing the "Special Bulletin" dated 10 August 1971 as a reference point for additional information.

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4. Clerical Training

In response to an informal request to the Clerical Training Faculty, suitable material concerning the Agency, which we use in our Shorthand courses and which was originally in "U.S. News and World Report," the "New York Times," and Zlotnick's book on the intelligence community, has been forwarded to the instructor who teaches Advanced Shorthand course in the Fairfax County Adult Education Program. A number of Agency employees are enrolled in that course, and the instructor wanted some material which would contain language of the type which might be encountered in the Agency.

5. Experimental Group III

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Miss [] Chief, Clerical Staffing Branch, Office of Personnel, called to discuss further the contemplated use of the Civil Service Commission "upward mobility" program for the next "Experimental Group" now being formed. At present this group of disadvantaged individuals numbers 17, but experience with the two previous groups indicates that the number will probably be reduced to about 10 by the time EOD processing is completed.

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Miss [] is going ahead with the paper work required by the Commission to enroll these individuals in the program. Deadline for registration is 17 September; the training courses begin 27 September.

It has been determined that the cost of training these individuals will be paid from Agency-wide External Training funds. A memorandum informing the DD/S of how we are proceeding in this matter is to be prepared jointly by representatives of the Offices of Personnel and Training.

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B. MANAGEMENT TRAINING

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1. Managerial Grid

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On 30 August 1971, [] Washington representative [] called the Support School - to "touch base." He still has hopes that he can further involve the Agency's "top brass" in the Managerial Grid. He is disappointed that Messrs. John Clarke and Charles Briggs will not attend the "Executive O.D. Seminar" [] in September. Roy claims great success in getting DIA involved in Grid activities, and says that three of DIA's top officials were in an "Executive O. D. Seminar" recently. He would like to see a super-Executive O. D. Seminar and Phases III and IV of the Grid in which senior officials from the SIB community would take part in planning for the Intelligence community as a whole.

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2. Microfilm Seminar

Preliminary arrangements are being made by the Support School for the three day Microfilm Seminar to be held from 20 - 22 October 1971. Registrations for this program will be handled, as in previous cases, through the Senior Records Management Officers in each Directorate. On 19 October the microfilm consultant, [] will conduct a one day 25X1A5a1 Special Session for senior support officers. We have also been advised by 25X1A5a1 the Support Services Staff, DD/S, that Mr. Coffey plans to have [] put on a special one hour briefing on 19 October for the DD/S and his office chiefs. OTR will bear the expenses for the entire program: \$1700 total.

3. Performance Appraisal Workshop (FMSAC)

Twenty-eight FMSAC supervisors are registered for the special Performance Appraisal Workshop to be held 9 - 10 September 1971. It will be run in DDS&T rooms at Headquarters.

[]
Chief, Support School, OTR

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